

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

**Arlington School Committee  
Standing Subcommittee: Budget  
Wednesday, December 16, 2020  
2:00 PM**

*Conducted by Remote Participation*

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

### *Open Meeting*

*You are invited to a Zoom webinar.*

*When: Dec 16, 2020 02:00 PM Eastern Time (US and Canada)*

*Topic: School Committee Budget Subcommittee, Wednesday, December 16, 2020 at 2:00 p.m My Webinar*

*Register in advance for this webinar:*

[https://us02web.zoom.us/webinar/register/WN\\_9Ad52\\_s2RKatFBJ0\\_thB2Q](https://us02web.zoom.us/webinar/register/WN_9Ad52_s2RKatFBJ0_thB2Q)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

### *FY 22 Budget*

- *Funding status for FY 22*
- Timeline for request, numbers*
  - *How to address decreased enrollment / Long Range Plan?*
- Enrollment number changes breakdown*
- Current enrollment vs previous projections*
- Review LRP info*
  - *How to gather robust feedback on budget this year?*

### *FY 21 Budget update*

*End of year report*

*Student Activity Accounts audit*

*Athletic fee status*

*Approval of minutes*

*Old business*

*New business*

- *School Budget Analyst Job Description*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Kirsi Allison-Ampe, MD, Chair*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) in advance of the meeting.



## Town of Arlington, Massachusetts

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### Meeting Location

#### Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

### ATTACHMENTS:

Type	File Name	Description
□ Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
□ Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation checklist
□ Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)(1)(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

## **DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS**

### Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

### Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

#### For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

#### Meeting Materials

\***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

\***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

#### Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
  - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

## **REMOTE PARTICIPATION MEETING CHECKLIST**

### In Advance of Meeting

- All non-emergency items properly posted *at least* 48 hours in advance
- “Executive Order on Remote Participation” is posted with agenda
- All members received the same documents for meeting
- Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- For meetings with public participation, encourage written public comments

### Initiating Meeting

- Confirm that all Members are present and can hear each other
- Read Preamble to Remote Meetings
- Note materials for meeting available online through Novus or Town website for the public
- Introduce all members, staff, and persons on the agenda
- Cover “ground rules”

### For “Zoom” Meetings

- Disable Chat Function for Participants
- Click “Record Meeting”
- Advise Participants that Meeting is Being Recorded
- Caution Participants About Screen Sharing

### During Meeting

- Each speaker states their name before each presentation, comment, or question
- All votes taken by roll call
- Meeting Minutes reflect remote status

### Technical Difficulties

- If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- Keep accurate minutes noting any disconnections and reconnections of members



## Town of Arlington Legal Department

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

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Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town’s options for conducting meetings during the coronavirus (or “COVID-19”) State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as “alternative means of public access” is provided.<sup>1</sup> Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

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<sup>1</sup> Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively used new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



## Town of Arlington, Massachusetts

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### Open Meeting

#### **Summary:**

You are invited to a Zoom webinar.

When: Dec 16, 2020 02:00 PM Eastern Time (US and Canada)

Topic: School Committee Budget Subcommittee, Wednesday, December 16, 2020 at 2:00 p.m My Webinar

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## Town of Arlington, Massachusetts

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### FY 22 Budget

#### Summary:

- Funding status for FY 22

Timeline for request, numbers

- How to address decreased enrollment / Long Range Plan?

Enrollment number changes breakdown

Current enrollment vs previous projections

Review LRP info

- How to gather robust feedback on budget this year?

#### ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Budget Document	draft_budget_calendar_2020-21.docx	Draft Fy 22 Budget Calendar
<input type="checkbox"/> Enrollment/Class Sizes	Enrollment_numbers_from_MM_10_29_2020_October_1__2020.pdf	Enrollment numbers from MM October 1, 2020

Draft  
 Arlington Public Schools  
 Annual Budget Calendar – 2020-21

<b>Month</b>	<b>Mtg #</b>	<b>Date</b>	<b>Present, Prepare, To Do</b>
September	1	9/10/20	Present Capital Planning requests for 2020-21
	2	9/24/20	<Financial Report*>
<b>End of year report due Sept 30</b>			
October	1	10/8/20	
	2	10/22/20	Final year's enrollment numbers <Financial Report*>
November	1	11/12/20	<b>First draft budget calendar</b> Distribute Report of Fiscal year (EOYR)? Fed through state grant reports due October 31
	2	11/19/20	<b>Approve budget calendar</b> <Financial Report*> <b>Answer questions about EOYR Report</b>
December	1	12/10/20	<b>Hear from ½ principals, dept heads, AEA on priorities for next year</b>
	2	12/17/20	<Financial Report*> <b>Hear from ½ principals, dept heads, AEA on priorities for next year</b> <b>Discuss SC priorities for budget</b>
<b>Collect public input on budget (January/February)</b>			
January	1	1/14/21	<b>Set SC priorities for budget</b> <b>Deliver first budget number to Town Manager</b>
January	2	1/28/21	<Financial Report*>
<b>Superintendent's budget to SC members - &lt;2/7/20&gt;</b>			
February	1	2/11/21	<b>First look at budget detail</b>
	2	?	<Financial Report*>
March	1	3/11/21	<b>Budget hearing</b>
	2	3/25/21	<b>Final vote on budget</b> Approve what goes to FinComm <Financial Report*>
<b>Budget meeting with FinComm - TBA</b>			
April	1	4/8/21	
<b>Town Meeting Report goes to printer - when?</b>			
<b>Town Meeting opens - &lt;4/27/20&gt;</b>			
April	2	4/29/21	<Financial Report*>
May	1	5/13/21	
	2	5/28/21	<Financial Report*>
June	1	6/10/21	
	2	?	<Financial Report*>
July			MUNIS down for close of fiscal year
August			New FY grants set up as allocated

\*Financial Report, timing subject to Policy requirements

10 Year Enrollment History and Projected Enrollment 2021-2025 -by Grade Levels

Weighted Five Year Average

<b>Year</b>	<b>Pre-K</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Tot</b>	Incr/(Decr) from Prior yr.	% Change
2009-2010	64	457	451	411	423	387	366	365	373	343	320	295	323	272	4850	94	
2010-2011	60	450	442	435	399	427	367	349	350	365	306	325	296	311	4882	32	2.6%
2011-2012	47	434	455	421	426	390	412	355	335	348	308	304	342	299	4876	-6	-0.1%
2012-2013	57	453	472	446	420	429	395	379	337	337	322	313	309	354	5023	147	3.0%
2013-2014	60	477	478	483	464	434	429	357	393	328	299	320	321	314	5157	281	2.7%
2014-2015	65	516	488	466	483	456	433	401	348	376	319	309	324	342	5326	169	6.0%
2015-2016	60	487	520	481	459	478	462	414	389	345	352	331	293	339	5410	84	1.6%
2016-2017	71	552	490	507	481	465	478	428	420	398	343	367	325	327	5652	242	4.5%
2017-2018	86	523	556	487	508	500	475	448	426	416	366	336	353	342	5822	170	3.0%
2018-2019	96	587	520	552	491	509	490	465	451	427	371	355	342	373	6029	207	3.6%
2019-2020	90	524	594	517	534	488	508	487	458	456	382	373	355	362	6128	99	1.6%
2020-2021	89	454	487	534	465	511	467	487	455	444	374	363	370	361	5861	-267	-4.4%

5 Year Weighted Av  
Continuity Rate      1 (PK)    0.879 (K)    0.980 (K-1)    0.961 (1-2)    0.960 (2-3)    0.991 (3-4)    0.984 (4-5)    0.967 (5-6)    0.976 (6-7)    0.994 (7-8)    0.879 (8-9)    0.979 (9-10)    0.995 (10-11)    1.047 (11-12)

Projected																	
2021-2022	100	514	445	468	512	461	503	452	475	452	390	366	361	387	5886	25	0.4%
2022-2023	100	512	504	428	449	507	454	486	441	472	397	382	364	378	5874	-12	-0.2%
2023-2024**	100	491	502	484	411	445	499	439	474	438	415	389	380	381	5848	-26	-0.4%
2024-2025**	100	511	481	482	464	407	438	483	428	471	385	406	387	398	5841	-7	-0.1%
2025-2026**	100	507	501	462	463	460	400	424	471	425	414	377	404	405	5813	-28	-0.5%

In District Data for Oct 1 from Power Schools on 10.22.2020



## Town of Arlington, Massachusetts

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**FY 21 Budget update**



## Town of Arlington, Massachusetts

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**End of year report**



## **Town of Arlington, Massachusetts**

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**Student Activity Accounts audit**



## **Town of Arlington, Massachusetts**

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**Athletic fee status**



## Town of Arlington, Massachusetts

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### Approval of minutes

#### ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Minutes	Budget_Subcommittee_Minutes_052120.pdf	05 21 2020 Budget Subcommittee
<input type="checkbox"/> Minutes	Budget_Subcommittee_Minutes_061720.docx	Budget subcommittee minutes 06 17 2020
<input type="checkbox"/> Minutes	08_26_2020_Budget_subcommittee.pdf	08 26 2020 Budget Subcommittee minutes

Budget Subcommittee  
Arlington School Committee

Meeting Minutes  
Thursday, May 21st, 2020, 11:00 a.m.

Meeting held remotely via Zoom.

**Attendance**

Subcommittee Members: Kirsi Allison-Ampe, Jennifer Susse, Len Kardon  
Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO, Alison Elmer

The meeting was called to order at 11 a.m.

**Public Comment – none**

No **Minutes** to approve

**FY 21 Budget Discussion**

Subcommittee discussed materials being prepared for 5/22/20 Long Range Planning meeting, and various ways anticipated budget reduction could be handled.

Compared three options:

- 1 - Reduce FY21 Increase by 10% - Reduction in FY21 School Committee's budget by \$460K
- 2 - Level Funded Budget - Budget same as FY20
- 3 - Level Funded Budget w/ Salary Increases - FY20 budget with funding for salary increases

Subcommittee comments:

- More important to show what would be results of Level Service Budget
- Important to show effects on students if budget significantly decreased
- Option 3 not true level service
- Need to add narrative

Materials will be revised for tomorrow's meeting.

Dr Bodie pointed out that any expenses from APS budget for COVID that are reimbursed by CARES act funds would be reimbursed to town (potentially ~\$500-600k)

## FY 20 Budget Discussion

### Reimbursements

Chart gives updated numbers.

#### COVID-19 Closure Refund Update

Department	# of Refunds	Est Refund Total	Comments
Athletics (Spring 2020)	217	49,200.00	Process Started - Processed 171 Totaling \$37,400.00
Menotomy Preschool Tuition (Prorated)	46	53,974.23	Pending Director Approval. Goal is to start processing this week.
Menotomy Preschool Before and After (Prorated)	12	11,155.00	May be up to \$15K of refunds. Pending Director Approval. Goal is to start processing this week.
After School (School Year)	0	-	Refund 1/2 April Payment per SC - Process Started.
After School (Summer)	0	-	Still being determined until a decision is made on if the program will run.
Bus Fees (Bishop) # of refunds = Single/Families Grouped	80	8,782.22	Pending review from Transportation Manager. Goal is to start processing beginning of next week.
Bus Fees (Gibbs) # of refunds = Single/Families Grouped	25	2,400.00	Pending review from Transportation Manager. Goal is to start processing beginning of next week.
Music Fees	0	-	25% Fee refund/credit from the date of closure is in the process of being calculated with director.
Guidance (PSAT'S)	0	-	No refunds - tests will be taken remotely
Guidance (Survival)	0	-	No refunds - event occurred
Daycare (Sue B)	0	-	No refunds - Parents paid voluntarily for April. No invoicing for May and June.
Building Rentals (Karen L)	3	29,112.71	Pending credits will be issued for future rent payments to vendors.
Foreign Exchange	0	TBD	
Food Services	0	-	Refunds will occur if requested. Seniors balance transfers if sibling in district. All balances will roll over to next school year.
<b>Refunds Estimated Total</b>	<b>275</b>	<b>154,624.16</b>	

### Prepayment of Out-Of-District Tuition

Because of anticipated surplus funds at end of FY20, administration suggests prepayment of OOD tuition. Mass law allows prepayment of 3 months OOD tuition and 1 year prepayment to Collaboratives. Subcommittee felt this was a good idea as circuit breaker may be cut. Administration also discussed how residential placement was handling billing during COVID (some sent child home but still charging fees for "readiness"); other districts trying to gather support re change calculation of rates.

There was no old or new business.

Meeting adjourned 12:15pm.

Budget Subcommittee  
Arlington School Committee

Meeting Minutes  
Wednesday, June 17th, 2020, 3:30 p.m.

Meeting held remotely via Zoom.

**Attendance**

Subcommittee Members: Kirsi Allison-Ampe, Len Kardon, Jane Morgan  
Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO

The meeting was called to order at 3:30 p.m.

**Public Comment – none**

**Minutes** of May 13, 2020 approved – motion by LK, 2<sup>nd</sup> JM, passed 2-0-1.

Roll Call: LK – yes, JM – abstain, KAA – yes

**FY20 Budget Discussion**

MM presented the monthly financial report packet for the period ending 5/31/20. It summarized spending through 5/31/20, created directly from MUNIS. The unencumbered balance is currently projected at \$839,546, though this may change and does not represent a definite surplus, but rather the total remaining after all known expenses at this time have been encumbered. MM suggested the Budget Subcommittee recommend to the full SC to move much of this into the Special Education reserve fund.

Subcommittee comments:

- Why increased over previous estimate? MM explained that earlier projections assume departments will spend certain funds, and these funds usually are spent in the last few months of the year, but this year because of COVID, this didn't happen. Additionally the original budgeting for OOD tuition was over \$6 million, later revised to \$4 million, but only \$3 million was spent.
- Why the significant change in OOD tuition? MM, KB explained more students were brought back into the district. Also transportation was renegotiated.
- Prefer to transfer less to Special Education Reserve Fund, to allow for increased flexibility in this time of uncertainty. MM agrees and will change motion.
- Will need to message to Finance Committee re prepaying tuition/financial reporting changes.

**Motion** to recommend to the full SC to approve the transfer of surplus funds (~\$400k) to the Special Education Reserve Fund, made by LK, 2<sup>nd</sup> JM, passed 3-0-0.

Roll Call: LK – yes, JM – yes, KAA – yes.

## **FY21 Budget Discussion**

KB: so many unknowns next year – will we need more people? Waiting to find more out tomorrow or soon re estimates of class size ability, etc. especially for OMS, AHS. Also waiting on info from commissioner. Likely less circuit breaker next year; will need to decide whether funds should come from Special Education Reserve, or where?

FY22 likely to be worse than FY21.

Subcommittee comments:

- Huge desire from parents re support for technology – we need an IT position to help teachers, parents; could be use of reserve funds
- Prefer lower class sizes
- Prefer to spend \$ this year to enhance student experience if it is possible

There was no old or new business.

Meeting adjourned 4:45pm.

Budget Subcommittee  
Arlington School Committee

Meeting Minutes  
Wednesday, August 26th, 2020, 3:30 p.m.

Meeting held remotely via Zoom.

**Attendance**

Subcommittee Members: Kirsi Allison-Ampe, Len Kardon, Jane Morgan

Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO

Additional: Bill Hayner, Jeff Thielman, Dean Carman, Finance Committee

The meeting was called to order at 3:30 p.m.

**Public Comment – none**

No **Minutes** for approval

**FY21 Budget Discussion**

The Budget Subcommittee met on August 26<sup>th</sup> to discuss FY21 Budget needs resulting from COVID and school reopening. The intent was to discuss the following:

- Remote-by-choice additional budgetary needs
- Hybrid additional budgetary needs
- Facilities additional budgetary needs
- Transportation
- Other

Michael Mason presented a draft spreadsheet that addressed these needs. An updated version will be presented in the 8/31/20 School Committee meeting.

Topics and questions raised included

- A desire to increase the number of substitute teachers, to allow building substitute per learning community, or per grade
- Concern that the salary designated by contract may not be sufficient to attract these teachers
- Questions from the committee about additional needs (ex: computers, software, licenses)
- Committee wonders if we need additional staff including licensed teachers
- Money being put toward COVID testing

The committee felt it would be helpful to have a summary of all spending being put toward reopening the schools, to share with the public, and would like to see this developed in the near future. Additionally, the subcommittee encouraged the

administration to consider and present needs even if they might stretch beyond our current budget, because it was felt that this is indeed a time to utilize rainy day funds.

There was no old or new business.

Meeting adjourned 4:45pm.



## Town of Arlington, Massachusetts

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**Old business**



## Town of Arlington, Massachusetts

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### New business

#### Summary:

- School Budget Analyst Job Description

#### ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Document for Approval	School_Budget_Analyst.pdf	School Budget Analyst

## **SCHOOL BUDGET ANALYST**

### **Job Goals:**

To provide administrative, financial, and operation support to the Chief Financial Officer and departments that interface with the school business office.

### **Education and Experience:**

Bachelor's degree in accounting or related field preferred and 1 to 3 years of municipal accounting experience, or an equivalent combination of education and experience. Additional 3 years of accounting experience can be substituted in absence of education requirement.

### **Necessary Knowledge, Skills, and Abilities:**

1. Strong written and verbal communication skills. Individuals will be asked to proof-read and edit documents, compose written communications, procedures, and other materials for publication.
2. Excellent human relations skills required. Ability to work collegially and cooperatively with all constituencies within the school community is essential. Willingness and ability to help other co-workers as needed. Ability to effectively meet and deal with the public; ability to handle stressful situations.
3. Strong knowledge of computers and electronic data processing with proficiency in Microsoft Office Products. Advanced proficiency in MS Excel desired, including use of Pivot tables and the creation of charts and graphs
4. Experience utilizing financial accounting and payroll systems. 3 years of experience with MUNIS is preferred.
5. General knowledge of operations and procedures of local government; ability to research legal and procedural issues related to school administration and town government
6. Ability to handle large volumes of work and a variety of jobs associated with the running of a busy office in an efficient and accurate manner.
7. Experience with or knowledge of public procurement regulations and processes a plus.
8. This position requires the applicant to maintain the highest level of commitment in confidentiality.

### **Role and Responsibilities:**

1. Assist Chief Financial Officer (CFO) with Position Control Management
  - a. Works with the CFO in maintaining and analyzing an employee database for ongoing analysis, including current fiscal year impacts and projections for future year budgeting.

- b. Provides periodic review of position control and MUNIS payroll system to ensure salaries are being accurately posted to correct accounts.
- 2. Budget Development and Management
  - a. Assist CFO with the assembly of the annual financial budget and multi-year plan; provides assistance with the preparation of the Superintendent's annual operating budget and capital budget.
  - b. Assist with budget entry into MUNIS each year and works with the School Accountant on aligning the budget to ensure financial operation for departments.
  - c. Prepare open purchase order reports and work with accounts payable and departments to reduce outstanding encumbrances.
  - d. Prepare department budget reports and meet with department heads and CFO periodically to review the budget.
  - e. Meet regularly with CFO and Lead Accountant to reconcile financials to ensure data is an accurate reflection of district finances.
- 3. Provide purchasing, accounts payable and accounts receivable functions as needed during peak work times.
  - a. At times assist accounts payable and accounts receivable to ensure timely payment of bills, posting of revenue and other general accounting transactions.
  - b. During seasons of high volume or in absence of procurement account specialist, will convert school requisitions to purchase orders.
  - c. Work with School Accountant to complete journal entries when necessary
  - d. Work with Departments and other business office personnel to ensure all expenses and receivables are coded properly and are recorded to correct budget line items.
- 4. Capital Projects and AHS Project
  - a. Processes and monitors accounts payable transactions for select capital projects; receives and verifies invoices against purchase orders; verifies that transactions comply with financial policies, procedures, and procurement laws; prepares batches of invoices for data entry for select projects.
  - b. Assist Chief Financial Officer with reconciliation of progress payments and expenses for select capital projects; and manage tracking sheet.
- 5. Act as a department liaison with other town departments, administration and school-based personnel. At times, attend meetings when deemed necessary or in place of Chief Financial Officer.
- 6. Other projects, duties, and responsibilities may be assigned by the Chief Financial Officer when necessary.

Price Range - \$65K-\$70K



**Town of Arlington, Massachusetts**

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**Adjournment**



## Town of Arlington, Massachusetts

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**Submitted by Kirsi Allison-Ampe, MD, Chair**